



Job Profile

Job title	Assistant Finance Manager		
Division/dept	Oxford International College, Bursary Team		
Working hours	40 hours per week (or as agreed with a possibility of 4 day week pro rata) The Employee may be required to work hours outside normal hours of employment to meet the needs of the business. This may include some weekends and evenings. Flexibility will be required.	Start date	ASAP
Annual leave	28 days per annum		
Reports to	Finance Manager	Location	Oxford (Three ways/London Place/Alfred Street) Option for some home working
Job purpose To support the smooth running of bursary.			

Main duties and responsibilities
<ul style="list-style-type: none"> ▪ Provision of support to the senior management team and stakeholders alike ▪ Responsible for balance sheet reconciliations, prepayments, and accruals ▪ Assisting in the implementation, management of all in the design and implementation of internal financial procedures and processes ▪ Maintaining ledger accounts, verifying and posting transactions ▪ Balancing accounts on a regular basis ▪ Maintain and update cashflow forecasts ▪ Lease schedules / IFRS 16 ▪ Accounting for fixed assets ▪ Providing management information to the senior team ▪ Liaising with intercompany partners and banking contacts ▪ Preparing schedules, statements and reports as requested ▪ Managing documentation and reporting ▪ Supporting the production of annual budget including detailed spend analysis, ▪ Liaising with both internal and external auditors and other external bodies ▪ Support with year-end

Person specification		
	Essential	Desirable

Statutory requirements	<ul style="list-style-type: none"> • Eligibility to live and work in in the UK • Undergo an Enhanced DBS disclosure check or overseas equivalent 	
Qualifications	<ul style="list-style-type: none"> • English & Maths GCSE • Part qualified or QBE 	AAT or similar
Experience and knowledge	<ul style="list-style-type: none"> • Schools experience desirable • Microsoft dynamics / Nav BC experience. 	
Skills and abilities	<ul style="list-style-type: none"> • Highly numerate with excellent attention to detail and curious to learn • Good IT literacy, especially excel • Good knowledge of MS office. • Analytical and problem-solving skills. • Team player with excellent verbal and written communication skills • Strong organisational skills, including self-organisation, time management and prioritisation skills with ability to work as part of a team and autonomously. • Be able to prioritise workload, must be proactive in your ability to address both project and daily tasks. • Excellent written and verbal communication skills • 	
Personal qualities	<ul style="list-style-type: none"> • Has a highly organised approach to work • Eager to learn • A positive, 'can-do' approach to work • Flexible and able to adapt to changing priorities • Committed to producing the work of the highest standard • Uphold the College's guiding principles of integrity, positivity, respect and compassion 	

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.